

EXECUTIVE SECRETARIAT**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
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3	EXDIR		X		
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6	DDA		X		
7	DDO		X		
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17	C/CI/DO		X		
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SUSPENSE _____
Date _____

Remarks

Executive Secretary
6 May '87

Date

3637 (10-81)

Executive Registry

87-1830X

DOA/REG
LOGGED

May 4, 1987

Mr. Robert Gates
Acting Director
for Central Intelligence
Washington, D.C.

Dear ~~Mr. Gates~~:

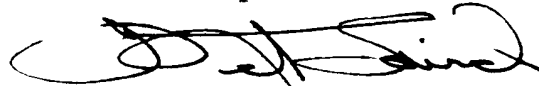
On April 7, President Reagan and Secretary Shultz asked me to chair a panel which includes Dick Helms, Jack Vessey and Ambassador Diego Asencio to assess the security situation and report on ways to institute improvements at our diplomatic missions in the U.S.S.R. I am writing to you at the earliest opportunity to seek your help and that of members of your staff in pulling together all pertinent information regarding your agencies' enquiries and findings thus far on this matter.

I know that there are various panels as well as other agencies moving over the same ground. I have seen Ambassador Bill Brown's correspondence with you, and in a similar manner we, too, will undoubtedly ask further questions. In the next few days I and members of my staff hope to be in touch with you and, as appropriate, with members of your staff.

As you can imagine, with a 90-day clock running on the preparation of a report to the President and the Secretary of State, we are anxious to move ahead. I hope it will not be an imposition upon you as we go about these tasks.

Enclosed is a copy of the Panel's Charter and a list of some of the people who are supporting us.

Sincerely,



Melvin R. Laird
Chairman

Enclosures

60-1

60-1

CHARTER OF ASSESSMENT REVIEW PANEL
FOR UNITED STATES MISSIONS IN THE SOVIET UNION

I. PURPOSE

The Assessment Review Panel for the United States Missions in the Soviet Union (the Panel) shall investigate recent breaches of security in the operations of the United States Missions in the Soviet Union. The Panel shall report to the President and to the Secretary of State such findings and recommendations as it (the Panel) deems appropriate.

II. AUTHORITY

The Panel is established under the Federal Advisory Committee Act, 5 U.S.C. App., pursuant to the authority of the Secretary under 22 U.S.C. 2656, and other provisions of law.

III. ORGANIZATION

A. The Panel shall consist of four members. The Secretary shall designate the Chairperson of the Panel. The Secretary shall also designate an Executive Secretary, who shall be a full-time Department employee authorized to perform the functions required under the Federal Advisory Committee Act and to designate a substitute to perform these functions in the absence of the Executive Secretary. The Executive Secretary shall not be deemed a member of the Panel, and shall have no vote in its deliberations.

B. Members of the Panel who are Federal officers or employees shall receive no additional pay by reason of such membership. Members of the Panel who are not Federal officers or employees shall be appointed as consultants, and shall receive the maximum pay rate allowable under 5 U.S.C. 3109. In addition, travel expenses shall be allowed to members of the Panel as provided by law.

C. The Panel shall obtain facilities, services, and supplies from the Department of State. All expenses of the Panel, including necessary costs of travel, shall be paid by

the Department of State. At the request of the Panel, the Department of State may appoint experts or consultants in accordance with 5 U.S.C. 3109 or arrange for the assignment or detail of Federal employees to assist the Panel in carrying out its functions. It is estimated that the Panel will require three man-years and \$500,000 support.

IV. FUNCTIONS AND REPORT

A. Investigation and Report--The Panel shall conduct a thorough investigation and review concerning recent security breaches in the operation of the United States Missions in the Soviet Union and shall submit a detailed written report to the President and to the Secretary of State within ninety (90) days from its first meeting.

B. Findings--The Panel shall make written findings in its report to include at least the following matters:

1) whether the security systems and security procedures were adequate;

2) whether the security systems and security procedures were properly implemented;

3) whether intelligence and information were available that could have forewarned of security problems; and

4) such other facts and circumstances which may be relevant to the appropriate security management of United States Missions in the Soviet Union.

C. Program Findings and Recommendations--The Panel shall submit its findings (which may be classified to the extent deemed necessary by the Panel) to the President and to the Secretary of State, together with recommendations, as appropriate, to improve the security and efficiency of any program or operation which the Panel has reviewed.

D. Personnel Findings and Recommendations--Whenever the Panel finds reasonable cause to believe that an individual has breached the individual's duty, the Panel shall transmit that finding, together with information relevant to the finding. Such findings and any ancillary recommendations will be included in the report to the President and to the

Secretary of State. If the Panel desires, it may report interim personnel findings and recommendations to the Secretary of State.

E. Action on Reports--As soon as possible after the receipt of recommendations from the Panel, the Secretary will transmit a report to the Congress on such recommendations and the action taken with respect to them.

V. OPERATIONS

A. The Panel shall meet as required for the conduct of its functions. It is estimated that the Panel shall hold 20 meetings prior to submission of its report. Meetings shall be called by the Chairperson, with the concurrence of the Executive Secretary. There shall be no requirement for a quorum.

B. No meeting shall be held unless attended by the Executive Secretary or a designee. The Executive Secretary or designee, as required by the Federal Advisory Committee Act, shall concur in the agenda and shall have authority to adjourn meetings in the public interest.

C. The Chairperson or designee shall preside over meetings, approve the agenda, and certify the minutes.

D. The functions of the Panel shall be solely advisory.

E. Panel records shall consist of all papers and documents pertaining to the Panel's establishment and activities. These shall include its Charter, agendas, rosters, minutes or transcripts of proceedings, and all documents created or received by the Panel.

F. Upon the Panel's request, the Department shall make available all employees and other persons under its control to furnish testimony, documents or other information. The Department shall furnish documents from its records upon the request of the Panel. The Department shall seek to obtain similar cooperation from other agencies with the Panel's investigation.

VI. TERMINATION

The Panel shall terminate 30 days after submission of its report to the Secretary, unless the Secretary within that time requests that further proceedings be held by the Panel and specifies a new termination date. In no event shall the Panel continue in existence longer than two years from the date of the filing of this Charter, unless its charter is renewed or extended in accordance with the Federal Advisory Committee Act.

VII. PUBLIC NOTICE AND PARTICIPATION

A. Meetings of the Panel shall be announced in the Federal Register at least fifteen days prior to the meeting date, unless a shorter period for notice has been approved by the Director, Office of Management Operations.

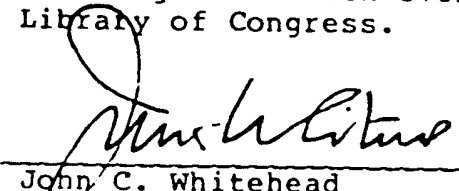
B. The Federal Register notice shall give the hour, date and place of a meeting and a summary agenda of the scheduled proceedings.

C. Meetings of the Panel may be closed to the public only upon a formal determination by the Director, Office of Management Operations, that such closure is in the public interest, pursuant to Section 10(d) of the Federal Advisory Committee Act.

VIII. FILING

This Charter shall be considered approved by the Department of State as of this date and shall be considered filed as of the date when copies have been provided to the appropriate standing committees of the Senate and the House of Representatives having legislative jurisdiction over the Department of State and to the Library of Congress.

Approved: _____


John C. Whitehead
Acting Secretary of State

Date: _____

4/17/87

MOSCOW ASSESSMENT REVIEW PANEL

	<u>Office Telephone</u>
<u>Chairman</u>	
Honorable Melvin R. Laird	647-0022
<u>Members</u>	
Ambassador Richard M. Helms	647-0022
General John W Vessey, Jr.	647-0022
Ambassador Diego C. Asencio	647-0022
Ambassador Sheldon J. Krys, Executive Secretary	647-0022
Lt. General Robert E. Pursley, Special Assistant to Chairman	647-0022
<u>Staff</u>	
Lawrence P. Taylor, Chief of Staff	647-0022
Judyt Mandel	647-8885
Nina Stewart	647-6246
Randy Deitering	647-5787
George Cassis	647-8749
Michael Kirby	647-6216
Larry Hartnett	647-6248